

EQUAL EMPLOYMENT PRACTICES COMMISSION

FIVE-YEAR ACCESSIBILITY PLAN MAY 2025 PROGRESS REPORT

In accordance with Local Law 12 (2023)



General

The Equal Employment Practices Commission (EEOC), created by the 1989 amendment to the New York City Charter, is an independent body that oversees the employment policies, programs, and practices of City agencies and other City entities to ensure equal employment opportunity (EEO) for all applicants and employees, including but not limited to women and other historically underrepresented groups. Thus, City Charter Chapter 36 authorizes the EEOC to assess City entities' equal employment plans, mandate corrective actions, as necessary, and monitor their implementation. In addition, Local Law 13 of 2019 requires the EEOC to analyze the racial and ethnic underutilization of historically underrepresented groups in City government over a period of ten years and to make legislative, regulatory, and budgetary recommendations to address such underutilization.

This Five-Year Accessibility Progress Report was prepared by the EEOC's Disability Services Facilitator (DSF), as mandated by Local Law 12 of 2023. This law requires the City's agencies and other entities to post a website Accessibility Statement, develop and implement a Five-Year Accessibility Plan, submit annual Progress Reports on the Plan, and update the Plan every three years. This document serves as our first annual Progress Report.

Statement of Commitment

The EEOC is committed to ensuring its digital content is accessible to and usable by people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

Disability Service Facilitator and Other Key Accessibility Information

De Caul, Nneka – EEOC Disability Services Facilitator
253 Broadway, Suite 602
New York, NY 10007
212-615-8940
ndecaul@eepc.nyc.gov

The grievance procedure for accessibility matters is overseen by the EEOC's DSF. Appeals of EEOC's DSF grievance determination may be filed with the EEOC's Executive Director.

Appeals should be addressed and mailed to:

Jeanne M. Victor, EEOC Executive Director
253 Broadway, Suite 602
New York, NY 10007

Feedback Process

We welcome your feedback on the accessibility of our digital content. If you encounter any accessibility issues, please let us know at disabilityservices@eepc.nyc.gov . If you need assistance accessing a particular program or service, please reach out to the EEPc's Disability Services Facilitator at (212) 615-8940 or ndecaul@eepc.nyc.gov .

Additionally, the EEPc's Website Accessibility Statement may be accessed here:
<https://www.nyc.gov/site/eepc/about/eepcwas.page>

Progress Report

Physical Accessibility

As of May 2025, we have:

- To date, no physical accessibility concerns have been raised by EEPc staff or members of the public

By May 2026, we will:

- The EEPc's DSF will continue to conduct annual reviews of the Accessibility Plan to assess whether any updates or improvements are necessary

Digital Access

As of May 2025, we have:

- Ensured that the EEPc's DSF took training on making digital content accessible and how to create that content in an accessible manner
- Transcripts of Board meetings were retained and can be made available upon request

By May 2026, we will:

- Continue to conduct periodic self-evaluations of our digital content and will prioritize accessibility enhancements
- Include closed captioning on all videos posted on the EEPc's website and social media platforms
- Take other actions, as needed to ensure enhanced accessibility of EEPc's content

Programmatic Access

As of May 2025, we have:

- Included blind or low vision and assistive listening (telephone) accessibility options for those that require those options to attend Board meetings
- Included the contact information for EEPC's DSF in notices of upcoming Board meetings to provide individuals a point of contact for accessibility-related questions, comments, concerns, or requests, no later than three (3) days prior to any scheduled meeting or event.

By May 2026, we will:

- Continue to distribute notices that include the DSF's contact information to ensure individuals have a ready point of contact to ensure their ability to fully participate and/or engage in our programs

Effective Communication

As of May 2025, we have:

- Successfully transitioned the EEPC's video-conferencing system from WebEx to Microsoft Teams, providing improved support for closed captioning and written transcripts of recorded meetings

By May 2026, we will:

- Continue to offer EEPC's DSF and other EEPC staff training on providing and enhancing the accessibility of digital content

Workplace Inclusion

As of May 2025, we have:

- Ensured that current employees and all new hires, within 30 days of their start date, completed *Disability Etiquette and Awareness* training
- Ensured that the Human Resources Director and Disability Services Facilitator have continued to include a statement in all interview confirmation letters and email communications that applicants and candidates for employment with the EEPC may request a reasonable accommodation, if needed
- Ensured pre-employment documents are made available in other accessible formats, such as large print, if requested.

By May 2026, we will:

- Ensure that the EEPC's DSF annually confirms with building management that a fire and emergency management plan is in place that accounts for employees and visitors with

disabilities, including communication disabilities. Such confirmations, plans, and accessibility tools will be posted on the EEPC's website as they become available.

Conclusion

The EEPC remains committed to fostering an accessible environment where every individual—regardless of physical, sensory, cognitive, or other abilities—has fair and equitable access to our programs, services, and information. We recognize that true inclusion extends beyond compliance, and we are dedicated to removing barriers that may hinder full participation and engagement.

To support this vision, we are actively exploring and implementing innovative solutions to enhance accessibility across all aspects of our operations, with particular focus on our programming and digital platforms. This includes integrating assistive technologies, ensuring our web content adheres to current accessibility standards, and developing user-friendly design practices that consider the varied needs of our community members.

Ultimately, accessibility is a shared responsibility that is essential to our mission. Through intentional action, transparency, and ongoing dialogue, we aim to create an environment where everyone has the ability to fully engage and participate in our mission, programs, meetings, and visual content.